

ARTIST INSTRUCTIONS

SUBMISSION PROCEDURES

The City Hall Art Committee schedules exhibits several months in advance. For a current schedule, go to www.murfreesborotn.gov/community/art_sched

- ☐ Please submit for review your resume, a short biography and your artist statement, along with 8-10 photographs of your work.
- ☐ Mail materials, including a SASE, to City Hall Art Committee, P.O. Box 1139, Murfreesboro, TN 37133-1139.

ONE MONTH PRIOR TO YOUR SCHEDULED OPENING, send 3 images at 72 dpi and the same 3 images at 300 dpi; a short biography in Word format; your artist statement in Word format. These files can be sent via email to psmith@murfreesborotn.gov or mail a CD with information in requested formats to Patsy Smith, Administration, P.O. Box 1139, Murfreesboro, TN 37133-1139.

ON THE MONDAY YOUR SHOW IS HUNG, deliver work to the Rotunda at 2:00 p.m. If unable to comply, artist should alert Cindy Phiffer at 893-4117, or call the secretary, Hope Fair in the Rotunda, at 893-5210. Please be prepared to do the following:

- ☐ Bring your work, either framed or with a professional edge, wired and ready for hanging. **Any work not suitably prepared for hanging will be rejected.**
- ☐ Bring title cards (without prices) with title, medium and artist's name.
- ☐ Bring a numbered list of works to be displayed. Include size, medium, and price. This list will be left at the secretary's desk in the Rotunda for prospective buyers. The City is not allowed to sell art work, but will directly refer prospective buyers to the artist. Works that sell during the show may not be removed until the conclusion of the exhibit.
- ☐ Bring an artist statement, approximately 8 1/2" by 11", with or without photograph, framed, to be hung in Rotunda with exhibit.
- ☐ Receive up to 50 postcards for personal distribution. The committee has a select list of persons to whom notice is sent when a new exhibit is displayed. Reception attendance is noticeably increased when artists send postcards to their own mailing lists. Artists desiring more than 50 postcards to send to their own mailing list may request information on how to purchase them.
- ☐ Sign the Policy Disclosure and Receipt, which can be viewed in advance on the City Hall Art Committee Web site.

Once the show is hung, no work is to be removed without the approval of the City Hall Art Committee. This is for the protection of the artist.

IF THE ARTIST DESIRES A SIMPLE RECEPTION OF PUNCH AND COOKIES, it will be hosted by the City Hall Art Committee on a Thursday evening prior to a scheduled City Council meeting. If you feel compelled to bring additional food, you may; however, no alcoholic beverages are allowed on City property. If you desire music, outlets are available for CD or tape players, but you must provide your own equipment and music. Live music is also welcome.

ON THE MONDAY YOUR SHOW ENDS, please arrive at City Hall Rotunda at 12:30 p.m. to remove your work. Please be prompt, as the next show will be hung at 2:00 p.m.